



September 15, 2014

KANSAS BULLETIN NO. KS360-14-14

SUBJECT: PER—Employee AgLearn Training Requirement

Purpose. To announce the subject matter training requirement for Human Resources (HR) staff and all supervisors

Action required by: October 24, 2014

Expiration Date. September 30, 2015

Natural Resources Conservation Service (NRCS) employees must have basic information and resources to successfully hire, retain, and advance employees with disabilities. In accordance with Executive Order 13548, this training is considered required training for HR personnel and hiring managers.

The training course titled “A Roadmap to Success: Hiring, Retaining and Including People with Disabilities” has been added to all HR staff and supervisors’ AgLearn “To-Do List.” These employees must complete the training no later than October 24, 2014.

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(Signed)

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